

**Job Title:** Site Supervisor

**Reporting to:** Facilities/Site Manager

**Grade:** Grade 4

## Overall Purpose of the Post

The Site Supervisor is responsible for the site and the running of the site in the absence, planned or otherwise, of the Site or Facilities Manager. This covers all aspects of an operational academy, including security and statutory compliance, and making sure that the site is ready for events such as lettings, examinations, meetings and assemblies.

## Main Duties and Responsibilities

### Security

1. Opening and closing, unlocking and locking of school gates and buildings;
2. Ensuring the site is safe for all users;

### General

3. Being responsible for the site security and contractors in the absence of the Facilities/Site Manager; managing the contractors in accordance with the Trust's 'managing contractors policy';
4. Upkeep and general care of the school;
5. Undertaking specific activities assigned via the Every system and maintaining the premises and statutory compliance data on the system as directed by the Facilities/Site Manager;
6. Undertaking specific compliance in-house checks as directed such as (but not only) audible fire alarm testing; visual checks of extinguishers, water temperatures and emergency lighting flick tests;
7. Ensuring that external rubbish is stored appropriately;
8. Cleaning and tidying of the internal school building;
9. Cleaning of internal glass, internal and external door glass and internal side of external windows;
10. Cleaning of external windows at ground level;
11. Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances;
12. To empty internal communal rubbish bins daily;
13. Ensuring that the cleaning of toilets and toilet areas is done, and the replenishment of toiletries is carried out throughout the day;

14. Supporting the catering team by delivering refreshments to rooms;
15. General portering duties and moving of furniture;
16. Assisting teaching staff with simple tasks as requested;
17. Assisting teaching staff with simple premises related tasks as requested;
18. Checking damage/security every morning on arrival at the premises;
19. Lettings as required - opening, closing and general duties;
20. Preparation of Hall and Conference Centre for functions as required and general setting up of halls for assemblies and exams as required;
21. Receive and check goods and supplies and take them to the appropriate place for storage;
22. Ensure that all refuse is disposed of promptly and stored away from the main building;
23. Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet;
24. Ensure that clear passage is maintained on fire escape routes;
25. Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level;
26. Report any defects of building, furniture, fittings and equipment to the Facilities Manager/Site Manager;
27. Undertake all necessarily minibus checks and procedures as directed;
28. Assist with the Portable Appliance Testing (PAT) programme ensuring Health and Safety legislation is followed;
29. Undertake planned & preventative maintenance as directed by the Facilities Manager/Site Manager;
30. Undertake any traffic management duties as required daily on site.

### **Grounds Maintenance**

31. Clean roller shutters, soffits, bargeboards and external lights;
32. Keep all hard surfaces free of moss and weeds;
33. Disinfect drains and dustbins regularly;
34. Flag up any hazards and ensure that the area is cordoned off;
35. Keep paths, entrances free of ice and snow to ensure the safety of students, parents, staff and visitors;
36. Noting, monitoring and reporting any defects in the school buildings to the Facilities Manager/Site;
37. Completion of site diary.

### **Heating, Lighting and Water**

38. The switching off of all lights and appropriate electric plug sockets;
39. Ensure that the boiler house is tidy and that no flammable material is stored there;
40. Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.

## **General**

41. Fire Marshall duties in the event of a Fire or Emergency Evacuation;
42. To comply with the Trust's Child Safeguarding Procedures, including liaison with the School's Designated Child Safeguarding Person over any safeguarding issues or concerns;
43. To comply with the Academy policies and procedures at all times;
44. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Additional Responsibilities**

45. Deal with any immediate problems or emergencies according to the academy's policies and procedures;
46. Respect confidential issues linked to home/students/teacher/academy work taking note of GDPR;
47. Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
48. To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
49. To comply with the academy policies and procedures at all times;
50. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

